

SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR JULY AND AUGUST 1962

Reports.

<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
1. Vital Records		Conducted a Workshop for certain Records Officials of GSA, NSA, State and AID.
2. Records Control Schedules		Reviewed and approved schedules for OO/CD .
		Approved revisions of schedule items for ORR, Comptroller, OL, OP, OS and FI/DDP.
3. Disposal Standards for OO/CD case files		Secured Congressional authority for destruction of case files after 11 years old.
4. Operation of Agency Records Center and Vital Records Repository		Received 2140 cu. ft. of records; disposed of 1668 cu. ft; furnished 67,629 references to offices. 78,518 cu. ft. of records on hand 1 Sep. 1962. A significant trend of the past two months is the low net increase in Center holdings (472 cu. ft.) due to increased disposition activity.
5. Requests for New and Revised Forms		Developed 10 new forms; revised 5 existing forms and eliminated 1 form.
6. Survey of Case Processing Forms in O/S		One Division (PSD/OS) replied to Survey; awaiting reply from 2 other divisions.
7. Inventory of CIA Forms		Inventory being made to determine forms costs for past year, and future costs quarterly for forms printed in Agency. New Forms Catalog under way.
8. Survey of Paperwork Process Medical Staff		Made a Preliminary Survey at request of Dr. Tietjen and Preliminary Informal Report made on basis of 5 days work indicates a number of areas for Improvement.
9. Review of Requests for Secure Areas.		Completed Review of 5 Requests.

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Remarks: Bob: Here is a summary of our principal activities for July and August. Future summaries will be made near the end of each month. <div style="text-align: center;"> <u>N</u> <u>R</u> <u>Ob</u> 38 25 39 </div>			
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<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> Records Admin Officer 604 - 1016 16th St. NW			9/28/62
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